

ADMINISTRATIVE INTERNAL USE ONLY

3 March 1976

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of ADMAG Business Meeting - 2 March 1976

1. The following ADMAG members were present at the business meeting held on 2 March 1976:

Office

Name

Joint Computer Support
Finance
MG Career Sub-Group
Medical Services
Security
Logistics
Personnel
Communications

(Chairman)

STATINTL

2. The following items were discussed:

a. Joint MAG Meeting Regarding Fitness Reporting System

STATINTL

[REDACTED] reported on the results of the joint MAG meeting held to discuss a draft memorandum to the DCI on the subject "Employee Concerns About Fitness Report Evaluations". The gist of the joint meeting, the conclusions, and recommendations are as follows:

(1) As usual, when fitness reports are discussed, a broad range of side issues and opinions were covered before the relevant topics were discussed.

(2) Several suggestions, including the establishment of a "task force" to study evaluation systems of other agencies and private industry, were tabled and rejected.

(3) After much discussion, the group eventually focused on personnel management and acknowledged ADMAG's position that the procedures and policy in existence are realistic and the inadequacies are attributable to supervisory (rating and reviewing officers) deficiencies in applying and/or adhering to standards.

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(4) The draft memorandum was modified through the deletion of paragraph 4 and the revision of paragraph 5 with the addition of a recommendation for the formation of a committee to examine the system.

STATINTL (5) (Unsolicited comment). [REDACTED] preparations prior to the meeting obviously were instrumental in guiding the group to an acceptable and reasonable position.

STATINTL

b. Trends and Highlights Presentation

STATINTL

[REDACTED] reported on their presentation to the Trends and Highlights course on 26 February as follows:

(1) As with the initial presentation to this course in December 1975, the attendees were not generally aware of ADMAG or Office MAG groups.

(2) The attendees were provided with background information regarding the purpose, structure, etc., of the MAG groups and projects and accomplishments of ADMAG and the Office MAG groups.

(3) An interested reaction was noted and the "have not's" were curious why their offices did not have MAG groups. ADMAG members from these offices will explore this situation further.

(4) The projects currently on the ADMAG agenda for consideration were presented to the course and a survey was conducted to identify those items of mutual concern and collective interest. The survey and results were presented to ADMAG members.

c. ADMag Clout

STATINTL

[REDACTED] advised the group that Mr. Blake had read the ADMAG memorandum regarding the December 1975 Trends and Highlights presentation. Mr. Blake, in direct reference to paragraph 6 of the memorandum, affirmed that ADMAG has "clout", without question the Offices of the DDA are accessible to the group, and it behooves the members of the group to take action and produce.

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3. Pending Business:

a. As a result of the survey conducted at the Trends and Highlights course, the following items have been ranked in the relative order of interest and two items, through mutual consent, have been dropped from further consideration by the ADMAG group. Members are requested to respond at the next business meeting to the questions posed with each item. At the conclusion of the meeting, members will volunteer to conduct further research and produce position papers on these items.

(1) Vacancy Notices - How does your office publish, control, disseminate, etc.?

(2) Parking at Non-Headquarters Sites (Pay Parking) - Age old problem and frequently questioned. What information is available on non-financial aid policy and how should this information be disseminated? Will expanded shuttle service be beneficial?

(3) Index of Services - An index of the services the Agency provides employees as a quick reference for the employee has been proposed. Is there in existence, unknown to us, an index of this type? If so, how do we make this fact available on a broad spectrum? If not, how should the problem be attacked?

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(4) Car Pools - Specifically regarding [REDACTED] paper on non-profit car pool associations, etc. Do employees in your offices show interest? Would there be adverse reaction to lower than going rate of interest charged on suggested vehicle loans? Other comments and observations?

(5) Agency P.R. - Agency Employee Pride - What public relations efforts should be taken that would increase employees pride in the accomplishments of the Agency?

(6) After Hours Security Checks - Dropped from further ADMAG consideration.

(7) Visiting Rights of Relatives - Dropped from further ADMAG consideration.

b. Two additional areas of concern surfaced from

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the Trend and Highlights Course attendees and are added to the new business to be considered.

4. New Business for ADMAG consideration:

a. What are the objections to a two-grade promotion system? Can this system be re-implemented? (Source: Trends and Highlights).

b. What management training is available or needed to improve supervision, etc.? (Source: Trends and Highlights).

c. Right turn on red at the Route 123 exit.

d. Small car lanes to increase parking capacity.

e. Is the issuance of all car pool passes equitable under the present system? What actually constitutes a car pool and is it enforced?

5. Correction to Memorandum for the Record dated 12 February. Paragraph 1 should reflect the business meeting was held on 3 February vice 24 February.

6. NEXT MEETING: 9 March 1976, 1630 hours, 1D4015.

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Distribution:
1 copy each ADMAG Member

STATINTL cc: 

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